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Purpose:

This issuance establishes policy and procedure related to establishing appropriate preschool through secondary education programs for students in Department of Children and Families (DCF) and Department of Health (DOH) State facility education programs.

Authority:

- 29 CFR Part 570.35a
- 29 CFR 1900
- N.J.S.A. 18A:7B-9
- N.J.S.A. 18A:35-4.7
- N.J.S.A. 34:2-21.12
- N.J.S.A. 34:2-21 and 57
- N.J.S.A. 34:11-4 and 56
- N.J.S.A. 18A:7B-12
- N.J.A.C. 6A:8
- N.J.A.C. 6A:14
- N.J.A.C. 6A:17
- N.J.A.C. 6A:8-5.1
- N.J.A.C. 6A:19
- N.J.A.C. 6A:8-2
- N.J.A.C. 6A:15

- N.J.A.C. 12:58-1
- N.J.A.C. 12:56-18
- N.J.A.C. 6A:19-4.2
- N.J.A.C. 6A:19 subchapter 6

Policy:

- A. In accordance with N.J.A.C. 6A:8, N.J.A.C. 6A:14 and N.J.A.C. 6A:17, students participating in DCF and DOH education programs shall be provided instruction and services that enable them to acquire and demonstrate the knowledge and skills required in the [New Jersey Student Learning Standards](#) (NJSLS) and to meet minimum standards for graduation.
- B. All students, including State responsible students, shall be provided thorough guidance and direction in understanding and addressing their educational program and graduation requirements.
- C. High school graduation requirements shall be reviewed for each secondary student and systematically specified and planned for in every Individualized Program Plan (IPP) for a general education student, and in every Individualized Education Program (IEP) for a student with disabilities.
- D. Students shall be provided instructional programs that promote critical thinking, problem solving, and creativity, to help prepare them for success in life beyond secondary education.

Procedures:

A. Curriculum and Student Instruction

- 1. Students in DCF and DOH State facility education programs shall be provided instruction within the New Jersey Student Learning Standards:
 - a. The Education Supervisor (ES) at each DCF and DOH education program shall ensure the instructional program is aligned with the NJSLS;
 - b. The ES and other instructional leaders shall annually review all aspects of the education program, including textbooks and other instructional materials to assure alignment with the NJSLS;
 - c. The ES shall confer, as needed, with the Program Support Unit at the Office of Education (OOE) for assistance with identifying and securing appropriate instructional materials;

- d. The ES shall direct instructional staff to utilize the Standards support materials, published by the Department of Education and available from the [DOE Website](#); and
 - e. Instructional adaptations shall be designed and implemented for gifted students, students with disabilities, students who are English Language Learners (ELL), and students who may otherwise demonstrate the need for instructional adaptations.
2. State facility education programs shall utilize the following program objectives as the framework to provide thorough and efficient educational experiences that meet the specialized needs of each student in every State facility under the agency's jurisdiction. The educational programs staff shall:
- a. Provide instruction within the New Jersey Student Learning Standards and assist students in working toward fulfilling the high school graduation requirements contained in N.J.A.C. 6A:8-5.1;
 - b. Provide relevant job training and enhance occupational competencies through career and technical education programs pursuant to N.J.A.C. 6A:19, Career and Technical Education Programs and Standards, and N.J.A.C. 6A:8, Standards and Assessments;
 - c. Provide adult education, post-secondary, and college programs offered by institutions licensed by the Department of Education or the Office of the Secretary of Higher Education in programs operated by the State Departments of Corrections, Human Services, and Children and Families, pursuant to N.J.S.A. 18A:7B-9; and
 - d. As appropriate, provide an educational program that prepares students for the adult education assessment.
3. The ES at each DCF and DOH education program shall ensure the delivery of educational programs using a coherent sequence of activities to prepare all students for college and careers upon their graduation. Examples of such programs include, but are not limited to, academic, career, and technical, education programs:
- a. The DCF educational programs shall implement educational programs that prepare all students for success in college and careers. This shall include the kindergarten through grade eight development of academic skills integral to success in high school courses; and
 - b. The DCF and DOH education programs shall provide students opportunities that strengthen their relationships with self and others. This is key to social emotional learning, a vital component for school success.

4. In accordance to N.J.A.C. 6A:8-2, the ES shall be responsible for the review and continuous improvement of curriculum and instruction based upon changes in knowledge, technology, assessment results, and modifications to the NJSLs:
 - a. The ES shall include interdisciplinary connections throughout the K-12 curriculum;
 - b. The ES shall integrate into the curriculum, 21st century themes and skills;
 - c. The ES shall provide the time and resources to develop, review, and, enhance inter-disciplinary connections, supportive curricula, and instructional tools for helping students acquire required knowledge and skills. The tools include, but are not limited to:
 - 1) A pacing guide;
 - 2) A list of core instructional materials, including various levels of textbooks at each grade level;
 - 3) Benchmark assessments; and
 - 4) Modifications for gifted students, students with disabilities, students that are ELLs in accordance with N.J.A.C. 6A:15, and for students at risk of school failure.
5. The ES shall establish procedures for excusing any student whose parent or guardian presents to the school supervisor a signed statement that any or part of the instruction in health, family life education, or sex education is in conflict with their conscience or sincerely held moral or religious beliefs. This excuse will hold for only that part of the course where such instruction is being given and, pursuant to N.J.S.A. 18A:35-4.7, no penalties shall result.
6. The ES and other members of the instructional staff shall obtain and review student transcripts and graduation requirements to determine the academic needs and appropriate courses for each student:
 - a. For general education students, the ES shall schedule and develop an IPP within 30 days of admission;
 - b. For students with disabilities, the ES shall notify the CST case manager from the Office of Education or sending school district to schedule and develop an IEP within 30 days of admission;
 - c. Appropriate courses to meet a secondary student's graduation requirements shall be contained in the annual IPP or IEP;
 - d. The student, as appropriate, may participate in the planning and selection of their secondary education courses; and
 - e. The ES or designee shall ensure that a student transcript is developed, maintained, and updated for each secondary education student.

B. Structured Learning Experiences (SLE)

1. State facility education programs shall offer secondary school students opportunities to explore career interests by participating in Structured Learning Experiences (SLE) linked to the New Jersey Student Learning Standards:
 - a. In accordance to N.J.A.C. 12:58-1, Child labor, and N.J.A.C. 12:56-18, Wage and Hour, students participating in structured learning experiences shall be a minimum of 16 years of age, or at any age if only participating in job-shadowing structured learning experiences which do not include hands-on activities;
 - b. The ES shall maintain appropriate records for the structured learning experience and may destroy such records once the student reaches the age of 21, pursuant to N.J.S.A. 34:2-21.12, Child labor;
 - c. Any DCF Regional School or contracted program that develops an SLE shall be compliant with all federal and State statutes, regulations, and hazardous orders as contained in the [New Jersey Structured Learning Experience Resources](#) on the NJ DOE website;
 - d. The SLE shall be forwarded to the OOE Director for approval or further directions as needed;
 - e. SLE's shall be coordinated by a school employee who:
 - 1) Holds a standard instructional certificate;
 - 2) Presents evidence of one year of full-time, successful classroom teaching experience;
 - 3) Completes training in child-labor, wage-and-hour, and wage-payment laws and regulations as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accordance with N.J.S.A. 34:2-21 and 57, N.J.S.A. 34:11-4 and 56, N.J.A.C. 12:56 and 12:58, and 29 CFR 570 and 1900. Courses that fulfill these training requirements are identified in the New Jersey Structured Learning Experience Manual; and
 - 4) Completes a minimum of 20 hours of training or a Department approved equivalent program in safety, health, and training on the required Department procedures and planning for SLEs. Courses that fulfill these training requirements are identified in the New Jersey Structured Learning Experience Manual;
 - f. The assigned staff member shall have full responsibility for the student's SLE to ensure that the placement is appropriate to the student's skills, abilities, and career goals pursuant to N.J.A.C. 6A:8-5.1(a)2. The site assignment shall constitute a training and learning situation, be free of student exploitation, and shall comply with applicable safety and health standards, federal and State child-labor laws, regulations, and hazardous orders;

- g. Students participating in school-sponsored, paid or unpaid external SLE shall be supervised by school personnel in accordance with the requirements identified N.J.A.C. 6A:19-4.2 (c); and
 - h. SLE experiences shall be conducted at sites registered with the Department of Education via the Worksite Registration System; and conform to federal and State law.
2. The SLE shall comply with all applicable environmental, safety, and health laws, including child labor laws. This is to include those not referenced in N.J.A.C. 6A:19 subchapter 6, that have been adopted by the New Jersey Department of Education, the New Jersey Department of Community Affairs, the New Jersey Department of Labor and Workforce Development, the New Jersey Department of Environmental Protection, the New Jersey Department of Health and Senior Services, the United States Environmental Protection Agency, and the United States Department of Labor.

C. English Language Learners (ELL)

1. For students tested in English language proficiency and determined for eligibility, English Language Services shall be developed and offered in accordance with N.J.A.C. 6A:15-1.3:
- a. Services shall be provided as specified in the OOE's English Language Services Plan and shall include contracted language support services and Sheltered English Instruction; and
 - b. The ES shall ensure that the electronic Student Information System is updated to record the status of any student who qualifies for English Language Services.

D. Student Guidance

1. The ES and other professionals at each State facility education program, shall provide student guidance and academic counseling to facilitate awareness, exploration, and preparation for careers by:
- a. Guiding student understanding of their educational program as contained in the IPP or IEP;
 - b. Helping students understand their secondary credit status and graduation requirements;
 - c. Providing a variety of activities to promote awareness, exploration, and preparation for careers through a variety of activities which may include career assessment, vocational exploration, and structured learning experiences;
 - d. Planning for transitioning to post-secondary college and careers; and
 - e. Coordinating transition services for students with disabilities, beginning at age 14, or younger if determined appropriate by the IEP team.

E. State Responsible Students and Graduation Requirements

1. Students within DCF or DOH shall be identified as State responsible students in accordance to the criteria set in N.J.S.A. 18A:7B-12. A student is a State responsible student when an in-state district of residence cannot be determined by the Department of Education (DOE). DCF and DOH State responsible students may attend education programs in State facilities, private schools, or local public schools.
2. As appropriate, State responsible students anticipated to be eligible for diplomas through the Department of Education or a local school district shall be instructed on attendance standards upon their transition to a secondary education program or while attending a secondary education program and when initially determined to be a State responsible student.
3. State responsible students are eligible for a State endorsed high school diploma if they satisfied the requirements of secondary education according to either of the following:
 - a. For State responsible students attending a public-school district, the ES or responsible CST case manager, shall request that the school district issue the State-endorsed high school diploma to the student upon fulfilling the high school graduation requirements of that district:
 - 1) The school district's timeframes for requesting a diploma shall be followed;
 - 2) Confirmation that the school district will issue the diploma and the date the diploma will be made available shall be obtained; and
 - 3) Should the school district decline to issue a diploma, the procedures for obtaining a diploma through the DOE shall be followed.
 - b. State responsible students who shall receive a State-endorsed high school diploma through the Department of Education shall satisfy the high school graduation requirements identified in this policy. The ES, child study team case manager, or designated person at the OOE, as appropriate, shall utilize the following procedural attachments:
 - 1) [High School Graduation Requirements for State Responsible Students](#);
 - 2) The ES or Child Study Team Case Manager, as appropriate, shall follow the procedures herein for Procedure for Requesting NJ High School Diploma for State Responsible Students to request a State endorsed high school diploma through the Department of Education; and
 - 3) To secure the diploma, the OOE shall coordinate the completion of the [OOE-Policy19-ATT1](#), **Request for New Jersey High School Diploma, State Responsible Students**, then forward this document per the directions on the form.

F. Procedure for Requesting a New Jersey High School Diploma for State Responsible Students Issued by the Department of Education Through the Department of Children and Families Office of Education

1. When a Department of Children and Families (DCF) or Department of Health (DOH) State responsible student will be receiving his/her State-endorsed high school diploma from the Department of Education, through the DCF Office of Education (OOE), the Education Supervisor (ES), for a student in a DCF Regional School or other State facility education program, or the Child Study Team Case Manager (CSTCM), for a student in another type of educational placement, shall complete the [OOE-Policy19-ATT1, Request for New Jersey High School Diploma, State Responsible Students](#) and shall submit the form, by the date established annually by the DCF OOE, to the designated OOE staff person responsible for processing diploma requests for State responsible students.
2. The designated OOE staff person responsible for processing diploma requests for State responsible students shall review and revise, as necessary, the assurances section of the form and shall obtain the certification of the Commissioner, DCF.
3. The Director, OOE, or designee shall submit two copies of the completed form to the Manager, Office of Student Achievement and Accountability, Department of Education (DOE), at least 60 days in advance of the requested date for receipt of the diploma.
4. Based on the certification by the DCF that a student has successfully completed his/her graduation requirements, the Commissioner, DOE issues a State-endorsed high school diploma which is forwarded to the DCF OOE.
5. Upon receipt of each State-endorsed high school diploma from the DOE, the Director, OOE, or designee shall make a copy of the student's diploma and securely forward or deliver the original diploma to the appropriate ES or CSTCM who would ensure distribution to the student.
6. Following a State responsible student's high school graduation, the ES or CSTCM shall send the complete student record to the Director, OOE. A copy of the student's diploma shall be placed in the student's educational record.

Key Terms (Definitions):

- Absenteeism means absence from school that jeopardizes the ability of the student to satisfactorily complete the prescribed course of study. It violates the statutes requiring children to regularly attend school (NJSA 18A:38-25, 26).

Chronic absenteeism results in the notification of the Department of Children and Families Office of Education.

- Credit Completion means making up of the loss of credit due to excessive absenteeism by finishing the classes in a supplemental course completion program, such as summer school, utilization of the program completion option pursuant to N.J.A.C. 6A:8-5.1(b), or use of instructional software programs. If the credit completion is not accomplished, the student will receive a No Credit (NC) on their record.
- English Language Learner (ELL) means a person who is in the process of acquiring English and has a first language other than English. English language learners are also referred to as limited English proficient (LEP).
- English Language Services (ELS) means services designed to improve the English language skills of ELLs. The services provided in school districts with less than 10 ELLs are in addition to the regular school program and are designed to develop aural comprehension, speaking, reading, and writing skills in English.
- Excused Absences means an excused absence as mandated by law for a pre-approved religious observance, college visit, or due to closure of a busing district resulting in the student without transportation to the receiving school.
- Home Instruction means a student receives school instruction at home and their attendance is recorded in accordance to the Guidance for Recording Student Attendance, and not considered absent.
- Interdisciplinary connections mean integrating NJSLs and skills from one or more content areas into instruction and assessment of another content area.
- Loss of Course Credit means a student has more than 12 unexcused absences for an 180 day school year, 15 unexcused absences for a 220 day school year, or six unexcused absences for a semester course or class, or the student may not have completed the course of study as prescribed, and did not qualify to receive the assigned credit for the course or completion of the alternate IEP proficiencies.
- New Jersey Student Learning Standards (NJSLs) means standards adopted by the State Board of Education defining the knowledge and skills New Jersey students shall acquire by benchmark grades in the following areas: English language arts, mathematics, science, social studies, visual and performing arts, comprehensive health and physical education, world languages, technology, and 21st career life and careers.
- Pacing guide means a schedule that includes aligned concepts, topics, and skills related to a particular curriculum to be addressed over a defined period. It is not

a prescriptive set of lesson plans but a plan that allows for flexibility in meeting students' learning needs.

- Sheltered English instruction means an instructional approach used to make academic instruction in English understandable to ELLs. Sheltered English classes are taught by regular classroom teachers who have received training on strategies to make subject area content comprehensible for ELLs.
- Structured learning experience (SLE) means experiential, supervised, in-depth learning experiences aligned to the New Jersey Student Learning Standards that are designed to offer students the opportunity to more fully explore career interests within one or more of the Career Clusters. SLEs are designed as rigorous activities that are integrated into the curriculum and that provide students with opportunities to demonstrate and apply a high level of academic or technical skills, and develop personal, academic, and career goals.
- Student training plan means a written plan describing the student learning objectives, activities, and assessments as part of a structured learning experience.
- Technology literacy means students meeting NJSLS 8.1 Educational Technology, obtained through the integration of effective educational technology practices, strategies, and tools throughout all curricular areas.
- Twenty-first century careers means careers and occupations that have been impacted by technological and global forces and are in an ongoing state of reinvention due to technological advances and e-commerce.
- Twenty-first century themes and skills means themes such as global awareness, financial, economic, business, and entrepreneurial literacy, civic literacy, health literacy, learning and innovation skills, creativity and innovation, critical thinking and problem solving, communication and collaboration; information, media, and technology skills, life and career skills, flexibility and adaptability, initiative and self-direction, social and cross-cultural skills, productivity, accountability, leadership, and responsibility.

Forms and Attachments:

- [High School Graduation Requirements for State Responsible Students](#)
- [OOE-Policy19-ATT1](#), **Request for New Jersey High School Diploma, State Responsible Students** (This DOE form is in PDF because the link for the form is currently unavailable. The link will be inserted into this policy after it is posted online by the NJDOE)

Policy History:

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